

AGISTER LIEN & SHERIFF SALE CHECK LIST

- _____ SEND IN REQUEST TO DEER LODGE FOR OWNERSHIP/LIENHOLDER INFORMATION (\$6 CHARGE PER REQUEST BY DMV).

- _____ WRITE LETTER TO THE OWNER/LIEN HOLDER ON RECORD AND **MAIL CERTIFIED**, STATING YOUR INTENTION TO ASSERT A LIEN AND STATING THE NATURE AND APPROXIMATE AMOUNT DUE.

- _____ IF PAYMENT FOR SERVICES OR MATERIALS IS NOT MADE WITHIN TWENTY (20) DAYS AFTER MAILING (OR 10 DAYS AFTER PERSONAL SERVICE), YOU MAY ENFORCE THE LIEN THROUGH AN AGISTER'S LIEN SALE.

- _____ FILL IN THE ATTACHED 2-PAGE PAPERWORK (**AGISTER LIEN NOTICE TO SHERIFF'S OFFICE** AND **AFFIDAVIT OF AMOUNT DUE**). IF LIEN IS ON A VEHICLE, INCLUDE OWNERSHIP INFORMATION RECEIVED FROM DEER LODGE.

- _____ INCLUDE COPY OF LETTER(S) SENT ALONG WITH COPIES OF THE RETURN RECEIPTS (OR RETURNED ENVELOPES) FROM THE POST OFFICE.

- _____ INCLUDE CASH OR CHECK FOR \$150, WRITTEN TO THE GALLATIN COUNTY SHERIFF'S OFFICE. YOU WILL ALSO RECEIVE A BILL FROM THE BOZEMAN DAILY CHRONICLE FOR ADVERTISING. BE SURE TO INCLUDE THESE COSTS, ALONG WITH DEER LODGE FEE, IN THE TOTAL AMOUNT OWED ON THE **NOTICE TO THE SHERIFF'S OFFICE** AND **AFFIDAVIT OF AMOUNT DUE** PAGES.